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1	Module	INFOPAC ID	PS ID	Report Title	Description	Navigation	Business Process
2	AP	APXXX022A	APS2020X	EFT Remittance Report	Advice for EFT transactions that is used for agency verification. Records payment and remittance information for each electronic payment processed.	Runs in Batch Daily	AP006, AP022
3	AP	APXXX022B	APS2021X	EFT Remit Advise	Remit Advise associated with an EFT.	Runs in Batch Daily	AP006, AP022
4	AP	APXXX022B	APS2020X	EFT Payment Copy	A copy of the EFT remittance that is provided for distribution to vendors.	Runs in Batch Daily	AP022
5	AP	APXXX0401	APS4001X	Budget Exceptions Report	This report lists vouchers that did not pass budget checking.	Runs in Batch Daily	AP025, AP032
6	AP	APXXX0402	APS4002X	Daily Input Report	This report lists all vouchers that were processed through AP including regular vouchers, PO vouchers, Labor, Payroll and regular offlines. Use to confirm total expenditures (vouchers) that were entered into the Accounts Payable Module.	Runs in Batch Daily	AP017
7	AP	APXXX0403	APS4003X	Outstanding Payables by Vendor (Time Critical)	This report lists outstanding vouchers for each vendor within a liability account. It can be used to balance outstanding obligations back to the Trial Balance report.	Go > Administer Procurement > Enter Voucher Information > Report	AP031
8	AP	APXXX0404	APS4004X	Payables Due Proof Report (Time Critical)	This report lists payables selected for payment based on the vouchers schedule due date.	Go > Administer Procurement > Enter Voucher Information > Report	AP063
9	AP	APXXX0407	APS4007X	Vendor Report - Alpha	This report lists all vendors in alpha-numeric order by long name.	Go > Administer Procurement > Maintain Vendors > Report	
10	AP	APXXX0408	APS4008X	Payment Activity Report	This report lists detailed payment information sorted by voucher ID for system checks, manual checks, express checks, EFT and wire transfers.	Runs in Batch Daily	
11	AP	APXXX0409	APS4009X	Outstanding Payables by Subclass (Time Critical)	This report lists outstanding vouchers by vendor within subclass.	Go > Administer Procurement > Enter Voucher Information > Report	AP031
12	AP	APXXX0410	APS4010X	Accounting Entries Report	This report lists posted vouchers and the accounting entries created when they were posted. The dollar amounts of each account on the A/P report should balance in total or net to each account on the General Ledger report.	Runs in Batch Daily	AP017
13	AP	APXXX0411	APS4011X	Control Groups Report	This report lists control groups and the voucher activity of each.	Go > Administer Procurement > Enter Voucher Information > Report	AP069, AP070
14	AP	APXXX0412	APS4012X	1099 Summary Report (Time Critical)	This report lists the 1099 Balances by Vendor for each Business Unit.	Go > Administer Procurement > Maintain Vendors > Report	AP030
15	AP	APXXX0413	APS4013X	1099 Detail Report (Time Critical)	This report lists the Vouchers selected as 1099 applicable by Business Unit.	Go > Administer Procurement > Maintain Vendors > Report	AP030
16	AP	APXXX0414	APS4014X	Open Purchase Order Balance Report	This report lists Open PO(s) with vouchers and remaining PO Balance	Go > Administer Procurement > Enter Voucher Information > Report	
17	AP	APXXX0417	APS4017X	Payment Inventory Report	This report lists Reference Number for all payments. Payments include system check, express checks, manual checks, wire payments, EFT, overflow checks and alignment checks.	Go > Administer Procurement > Create Payments > Report	

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18	AP	APXXX0418	APS4018X	Outstanding Payables by Program Report	This report lists voucher details for all outstanding payables by vendor within programs.	Go > Administer Procurement > Enter Voucher Information > Report	AP031
19	AP	APXXX0419	APS4019X	Travel Expense Report	This report lists vouchers for Travel Payments.	Go > Administer Procurement > Enter Voucher Information > Report	AP031
20	AP	APXXX0420	APS4020X	Per Diem and Expense Report	This report lists vouchers for Per Diem Payments.	Go > Administer Procurement > Enter Voucher Information > Report	AP031
21	AP	APXXX0421	APS4021X	Cash Disbursement by Program Report	This report lists all payments, voids, and stop payments by program for a specified bank and bank account.	Runs in Batch Daily	
22	AP	APXXX0423	APS4023X	Monthly Cash Disbursement by Program.	This report will list all paid, voided, and stopped amounts by program for a specified bank/bank account and specified period	Runs in Batch at Month End Close	AP031
23	AP	APXXX0425	APS4025X	Recycle Error Report	The report will list voucher information for all vouchers with a "Recycle" Entry Status. Recycle errors are caused by the following 3 ways: duplicate invoice number, out of balance, and invalid chartfields loaded from an offline. This report will NOT be generated if there are no vouchers in a 'Recycle' Status.	Runs in Batch Daily	AP032
24	AP	APXXX042A-D	APS4022X	Prompt Payment Sampling Report	Use to complete Prompt Payment of Invoices report for OPB.	Go > Administer Procurement > Create Payments > Report	
25	AP	APXXX0850	APS8050X	Offline Interface Report	This report lists fatal errors that prevent vouchers from loading to PeopleSoft.	Runs in Batch Daily	
26	AP	APXXX0890	APS8090X	Fringes, Deductions and Garnishments Interface Report	This report lists fatal errors that prevent vouchers from loading to PeopleSoft	Runs in Batch Daily	
27	AP	Crystal Report	APY1051	Recurring Voucher Contracts	This report lists recurring contracts including contract header and distribution information.	Go > Administer Procurement > Administer Contracts > Report	AP012, AP068
28	AP	Crystal Report	APY1052	Recurring Vouchers	This report lists recurring vouchers and contract ID including voucher, invoice ID, invoice date, post status, master contract information, etc.	Go > Administer Procurement > Administer Contracts > Report	AP012, AP068
29	AP	Crystal Report	APY0005	Speedcharts	This report lists Payables Speed Charts including description, short name and account type.	Go > Define Business Rules > Structure Procurement Options > Report	
30	AP	Crystal Report	FIN3000	Bank Statement Register	This report lists all the transactions included in an electronic bank statement.	Go > Process Financial Information > Perform Reconciliation > Inquire > Bank Statement > Register	AP029
31	AP	Crystal Report	FIN3004	Account Register (by Bank Account)	This report lists all the transactions for an account: reconciled, unreconciled or both. Can request by a date range.	Go > Process Financial Information > Perform Reconciliation > Inquire > Transactions by Account > Register	AP029
32	AP	Crystal Report	FIN3002	AutoRecon Errors	After a bank reconciliation has been loaded, this report lists all instances where a reference number sent by the bank does not match any reference number in PeopleSoft.	Go > Process Financial Information > Perform Reconciliation > Use > Auto Recon Manager > Reports > Errors button	AP029, AP066

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33	AP	Crystal Report	FIN3001	AutoRecon Exceptions	After a bank reconciliation has been loaded, this report lists any exceptions that were encountered. Exceptions occur when the reference number sent by the bank matches the reference number in PeopleSoft, but the amounts, payees or dates do not match.	Go > Process Financial Information > Perform Reconciliation > Use > Auto Recon Manager > Reports > Exceptions button	AP029, AP066
34	AR	ARXXX0303	AR30003X	Aging Detail by Business Unit	This report is TIME CRITICAL. Lists aged open balances for every open item by business unit.	Go > Manage Sales Activities > Collect Receivables > Report	AR008